



Kim Webber B.Sc. M.Sc.  
Chief Executive  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

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Tuesday, 19 February 2019

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 27 FEBRUARY 2019** at **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Kim Webber', written over a horizontal line.

Kim Webber  
Chief Executive

**AGENDA**  
**(Open to the Public)**

**PAGE(S)**

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| <b>1. PRAYERS</b>  |           |
| <b>2. APOLOGIES</b>  |           |
| <b>3. DECLARATIONS OF INTEREST</b><br>If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.) | 711 - 712 |
| <b>4. MINUTES</b><br>To receive as a correct record, the minutes of the previous meeting held on 12 December 2018.   | 713 - 722 |

5. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**
6. **TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
7. **MINUTES OF COMMITTEES**  
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:
- a) Licensing & Gambling Committee - Tuesday, 4 December 2018 723 - 724
- b) Licensing & Appeals Committee - Tuesday, 4 December 2018 725 - 730
- c) Planning Committee - Thursday, 10 January 2019 731 - 736
- d) Audit & Governance Committee - Tuesday, 29 January 2019 737 - 740
- e) Licensing & Appeals Committee - Tuesday, 12 February 2019 741 - 744
8. **PAY POLICY STATEMENT 2019/20**  
To consider the report of the Borough Treasurer. 745 - 768
9. **MEMBERS' ALLOWANCES SCHEME 2019/20 AND APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL**  
To consider the report of the Borough Solicitor. 769 - 774
10. **SUSPENSION OF COUNCIL PROCEDURE RULE 13.4**  
To enable the Portfolio Holder / Shadow Portfolio Holder to present their budget statement it will be necessary to suspend Council Procedure Rule 13.4 for Agenda Items 11 and 14. (This Rule limits the length of a speech to 5 minutes.)
- \* In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on these items.
11. \* **BUDGET REQUIREMENT 2019/20**  
To consider the report of the Borough Treasurer. 775 - 796
12. \* **DETERMINATION OF COUNCIL TAX 2019/20**  
To consider the report of the Director of Housing and Inclusion. 797 - 806
13. **DRAFT MEDIUM TERM CAPITAL PROGRAMME 2019-20**  
To consider the report of the Borough Treasurer. 807 - 814
14. **HOUSING ACCOUNT - REVENUE AND CAPITAL PROGRAMME**  
To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer. 815 - 830

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| 15. | <b>TREASURY MANAGEMENT FRAMEWORK INCORPORATING CAPITAL FINANCING AND CAPITAL STRATEGY</b><br>To consider the report of the Borough Treasurer.   | 831 - 860 |
| 16. | <b>MAYOR ELECT 2019/20</b><br>To consider the report of the Borough Solicitor.  | 861 - 862 |
| 17. | <b>TIMETABLE OF MEETINGS 2019/20</b><br>To consider the report of the Borough Solicitor.  | 863 - 866 |
| 18. | <b>EXCLUSION OF PRESS AND PUBLIC</b><br>It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 (Financial/Business Affairs) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information. |           |

## **PART 2 - NOT OPEN TO THE PUBLIC**

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| 19. | <b>FORMING A DEVELOPMENT COMPANY</b><br>To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer. | 867 - 948 |
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## **PART 3 - OPEN TO THE PUBLIC**

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| 20. | <b>MOTIONS</b><br>To consider the following Motions included on the agenda at the request of the Members indicated:  |  |
| a)  | <b>Fairtrade - Motion Included on the Agenda by Councillor C Dereli, on Behalf of the Labour Group</b><br>In declaring itself a supporter of the Fairtrade movement, recognising the value of the Fairtrade scheme to producers in developing countries who would otherwise not receive a living wage for their work, and recognising that these Fairtrade farmers are often working as cooperatives (an approach we would want to support in pursuit of our anti-slavery commitment) this Council resolves to: <ul style="list-style-type: none"> <li>• reaffirms its support in principle for Fairtrade</li> <li>• follow the examples such as Edge Hill University, and serve Fairtrade teas and coffees</li> <li>• encourage the use of Fairtrade products wherever it can</li> <li>• encourage/support the formation of a West Lancashire Steering Group to promote Fairtrade access across the Borough with a view to becoming a Fairtrade Borough, following the example of Burscough as a Fairtrade Town.</li> </ul> |  |

**b) Fracking - Motion Included on the Agenda by Councillor I Moran, on Behalf of the Labour Group**

This Council resolves that:

While being totally opposed to shale gas extraction (Fracking) and the damage it threatens to our health, safety, environment and countryside, the Leader and Chief Executive write to the Secretary of State for the Environment, Food and Rural Affairs and the Minister of State for Energy and Clean Growth, asking them to reaffirm their position that there will be no weakening of the existing traffic light system, as proposed by Cuadrilla, to allow fracking to continue where it causes seismic activity in excess of 0.5 magnitude

**c) Flooding - Motion Included on the Agenda by Councillor N Hennessy, on Behalf of the Labour Group**

Council notes:

The publication of the Hurlston Brook Flood Risk Study, and its recommendation.

Council believes:

Appropriate action must be taken to protect residents devastated by flooding previously and at risk again, and also residents who are now at risk of flooding.

Council resolves:

That the Leader and Chief Executive write to the Leader and Chief Executive of Lancashire County Council (as the Local Lead Flood Authority) and the Secretary of State for the Environment, Food and Rural Affairs to request the consideration of some element of large scale investment to protect our residents from further flooding in West Lancashire, and invest to enable the implementation of the recommendations of the Jacobs Flood Report. Further, LCC and DEFRA should lead a multi-agency partnership response with the private sector to access any financial opportunities that may be available to fund the protection of residents' homes and local businesses.

**d) Roads - Motion Included on the Agenda by Councillor G Dowling, on Behalf of the Labour Group**

Council notes:

The announcement by the Department for Transport to invest in a Major Road Network (MRN).

Regional Evidence Bases (REBs) should be worked up by the Sub-national Transport Body (STB) or regional grouping and partners; and list of top ten priority MRN schemes submitted by Summer 2019  
West Lancashire suffers from heavy congestion, roads operating over capacity, a high contribution to poor air quality, and serious and fatal road traffic accidents.

Council believes:

Lancashire needs to take a proactive approach and pull partners together to work up the REB and other such appropriate paperwork so as to submit a scheme for consideration that would benefit the

people and the area of West Lancashire.

We need a more suitable road network locally that can help contribute to the increase of use of public transport, through enhanced cycling routes, bus lanes or high-speed commuter bus scheme.

Council resolves:

That the Leader and Chief Executive write to the Leader and Chief Executive of Lancashire County Council (as the Local Highways Authority) and the Chairman of the Lancashire Enterprise Partnership (LEP) to call for urgent meetings to be arranged with relevant senior officers, including West Lancashire Borough Council Director of Development and Regeneration and Lancashire County Council Executive Director of Growth, Environment, Transport and Community Services, to engage in a conversation and drafting of the REB and other such appropriate paperwork for submission by summer 2019.

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

**MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

For further information, please contact:-

Jacky Denning on 01695 585384

Or email [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

**FIRE EVACUATION PROCEDURE FOR:  
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT  
(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer Present  
**ZONE WARDEN:** Member Services Officer / Lawyer  
**DOOR WARDEN(S)** Usher / Caretaker

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

**CHECKLIST FOR PERSON IN CHARGE**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

**NOTE:**

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

**CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

**INSTRUCTIONS FOR DOOR WARDENS**

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.